

## Finance and Administration

### DESCRIPTION OF MAJOR SERVICES

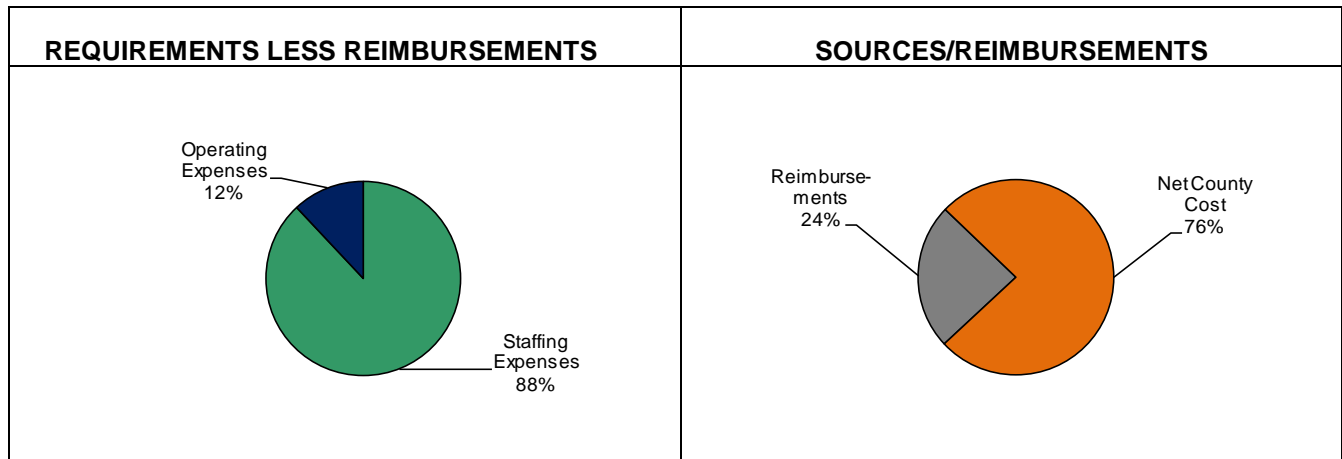
The Finance and Administration budget unit was created in 2011-12 to centralize financial management and oversight. In alignment with priorities of the Board of Supervisors and the Chief Executive Officer, this section provides timely and accurate financial information, and advises departments in financial matters.

#### Budget at a Glance

Requirements Less Reimbursements	\$4,017,705
Sources/Reimbursements	\$969,595
Net County Cost	\$3,048,110
Total Staff	20
Funded by Net County Cost	76%

Finance and Administration is responsible for the preparation and administration of the County budget, including development of the five-year forecast and annual strategic plan; the administration and monitoring of the County general fund long-term debt portfolio, which includes both issuance and post-issuance activities; and oversight and administration of the County's capital improvement program.

### 2015-16 RECOMMENDED BUDGET



## ANALYSIS OF 2015-16 RECOMMENDED BUDGET

GROUP: Administration  
DEPARTMENT: Finance and Administration  
FUND: General

BUDGET UNIT: AAA FAB  
FUNCTION: General  
ACTIVITY: Finance

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Modified Budget	2015-16 Recommended Budget	Change From 2014-15 Modified Budget
<b>Requirements</b>							
Staffing Expenses	2,095,407	1,840,406	2,462,736	3,061,491	3,149,087	3,536,345	387,258
Operating Expenses	222,862	165,254	479,745	362,377	438,085	481,360	43,275
Capital Expenditures	0	0	0	9,127	18,350	0	(18,350)
Total Exp Authority	2,318,269	2,005,660	2,942,481	3,432,995	3,605,522	4,017,705	412,183
Reimbursements	(369,985)	(364,311)	(373,277)	(670,822)	(674,042)	(969,595)	(295,553)
Total Appropriation	1,948,284	1,641,349	2,569,204	2,762,173	2,931,480	3,048,110	116,630
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	1,948,284	1,641,349	2,569,204	2,762,173	2,931,480	3,048,110	116,630
<b>Sources</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	0	0	4,883	0	0	0	0
Total Revenue	0	0	4,883	0	0	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	0	0	4,883	0	0	0	0
Net County Cost	1,948,284	1,641,349	2,564,321	2,762,173	2,931,480	3,048,110	116,630
Budgeted Staffing*	14	14	15	18	18	20	2

\* Data represents modified budgeted staffing

## MAJOR EXPENDITURES AND REVENUE IN 2015-16 RECOMMENDED BUDGET

Staffing expenses of \$3.5 million fund 20 budgeted positions. The majority of reimbursements are from Health Administration, County Fire, and Indigent Defense for administrative oversight.

## BUDGET CHANGES AND OPERATIONAL IMPACT

Staffing expenses are increasing by \$387,258 primarily due to the addition of one Administrative Analyst III position funded with additional Net County Cost (Discretionary General Funding). This position is being added to help establish a centralized Law and Justice – Finance and Administration division, as discussed in the Staffing Changes and Operational Impact section below. Staffing costs are also increasing due to the transfer in of one Administrative Analyst III position from the Regional Parks department. The increased staffing expenses will be partially offset by increased reimbursements from Operations and Community Services Departments for the transferred position from Regional Parks and additional reimbursements from the County Fire and Special Districts Departments to fund their proportionate share of Administrative Analyst costs.

Net County Cost is increasing as a result of the additional funding for the Law and Justice related Administrative Analyst III position (\$160,000), which is partially offset by reduced funding needed to cover Application Development – Maintenance costs from the Information Services Department.



## 2015-16 POSITION SUMMARY\*

### 2015-16 Budgeted Staffing

Division	2014-15 Modified Staffing	Adds	Deletes	Reorgs	2015-16 Recommended	Limited	Regular
Finance and Administration	18	3	-1	0	20	2	18
Total	18	3	-1	0	20	2	18

\*Detailed classification listing available in Appendix D

## STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$3.5 million fund 20 positions of which 18 are regular positions and 2 are limited term positions. The budget includes a net increase of 2 positions primarily associated with the continued establishment of a centralized Law and Justice – Finance and Administration division. In 2014-15, the Board approved the reclassification of an Administrative Analyst III to a Chief Administrative Analyst, to provide for centralized analysis and oversight of the County's Law and Justice Departments' programs and budget. In 2015-16, this centralized section is recommended to be expanded by adding 1 Administrative Analyst I to provide basic Law and Justice operational oversight support and an Administrative Analyst III to act as the primary analyst to the Sheriff's Department and to research and analyze broader implications of State and Federal law changes on the County's Law and Justice Departments (e.g. Proposition 47 reduction in felony drug charges, Public Safety Realignment). One Contract Indigent Defense Clerk budgeted for 2014-15, but never filled, will be deleted from the 2015-16 budget to offset a portion of the increased costs for the Administrative Analyst I. Finally, an Administrative Analyst III position is being added to the budget that previously resided in Regional Parks.

